

Approved For Release 2005/11/17 : CIA-RDP61-00901A000300070012-8



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Annex J

Information Branch Messenger Delivery Schedule

Deliveries

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|--------------|--|
| 0830 | Sort overnight |
| 0830 to 0900 | Deliver to OAD, Admin, Hqts, Ops, ASD. (First floor complete). |
| 0900 to 0920 | Turnstile (#1) |
| 0920 to 0935 | Sort #1 |
| 0935 to 1005 | Deliver to 2nd floor: MEL, SRD, PAS, SAE, Chem, SIC, Med, IPE (one delivery completed) |
| 1005 to 1015 | Turnstile (#2) |
| 1015 to 1045 | Sort #2, sort pick up from first delivery and sort in completed material |
| 1045 to 1120 | Deliver to Divisions, 2nd floor only |
| 1120 to 1130 | Turnstile (#3) |
| 1130 to 1240 | Sort #3 and pick up, and deliver to 1st floor and OAD |
| 1240 to 1310 | Lunch |
| 1310 to 1320 | Turnstile (#4) |
| 1320 to 1335 | Sort #4 |
| 1335 to 1355 | Br 5 delivery and pick-up, and delivery to OAD |
| 1355 to 1425 | Miscellaneous |
| 1425 to 1440 | Turnstile (#5) |
| 1440 to 1455 | Sort #5 and in material |
| 1455 to 1540 | Deliver to Divisions |
| 1540 to 1550 | Turnstile (#6) |

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Deliveries

| | |
|--------------|--------------------------------------|
| 1550 to 1610 | Sort #6 |
| 1610 to 1620 | Deliver to CAD |
| 1620 to 1700 | Sort pick up from Division run, etc. |

Summary

Deliver to Divisions

1. 0830 to 0900 ($\frac{1}{2}$)
2. 0935 to 1005 ($\frac{1}{2}$)
3. 1045 to 1120 ($\frac{1}{2}$)
4. 1130 to 1240 ($\frac{1}{2}$)
5. 1455 to 1540 (1)

Deliver to CAD

1. 0830
2. 1130
3. 1335
4. 1610

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